Sycamore   
In-Service 2-14-11

1. System Help \*
   1. Welcome Aboard - Settings – Firefox, IE
   2. Online Manuals – School Site Basics, Classroom Site – Teacher, Grading/Reporting
   3. Videos
   4. Leaf Notes
   5. FAQ
2. Front Desk
   1. Departments - PAN
3. My School
   1. My Classes
      1. Classroom
         1. News \*
         2. Calendar \*
         3. Documents \*
         4. Photo Albums \*
         5. Favorites \*
      2. Front Desk
         1. Staff
         2. Students
         3. Directory
         4. Online Test \*
      3. Teacher’s Desk
         1. Seating Charts
         2. Attendance
         3. Lunch Orders
         4. Drop Box \*
         5. Online Test \*
         6. Lesson Plans
      4. Grade Book
         1. Configuration
         2. Assignments \*
         3. Grade Overview
         4. Grade Summary
         5. Grade Postings \*
         6. Semester Summary
         7. Reports \*
      5. Communication
         1. Check List
         2. Flash News \*
         3. Pass-A-Note
         4. Email Parents
         5. Email Students
         6. Emails Teachers
      6. Administration
         1. Students
         2. Families
         3. Teachers
         4. Configuration \*
         5. Reports \*
4. My Resources
   1. My Online Tests \*
5. Pass-a-Note
   1. Associates
      1. Options
   2. Email
      1. Retrieve
      2. Compose
      3. Folders
      4. Account settings
         1. Check SPAM setting
         2. Error message
      5. Options